



GENERAL SERVICES DEPARTMENT
OPERATING PROCEDURE

Number: 2.11

Date Issued*: 7/17/2009

Reviewed/Revised: 6/20/13

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Subject: Safety Training

I. PURPOSE

Establish Departmental Safety Training procedures to maintain consistency and compliance mandated by various regulatory requirements. Safety training is required by virtue of the employee's job assignment and use of specialized equipment.

II. DEFINITIONS

- A. **Competent Person** – By way of training and/or experience, a competent person is knowledgeable of applicable OSHA standards, is capable of identifying workplace hazards relating to the specific operation or task and has the authority to correct them.
- B. **Job Hazard Assessment (JHA)** – The review of a work process that identifies hazards associated with the tasks to be performed.
- C. **Training Matrix** – A spreadsheet that defines the training requirements of department employees. The training is categorized as Core, Job Specific, or Awareness training. The spreadsheet also divides the training responsibility between CSS, the GSD Safety Coordinator, and Divisions. The application of general safety topics are identified at the division level and assigned to divisions, as well as the frequency required. A second matrix is created for the safety training at the shop level.

III. RESPONSIBILITIES

A. GSD Safety Coordinator

- 1. Provide required core and specialty training to Division employees as outlined in the Safety Training Matrix.
- 2. Provide guidance and oversee implementation of Division-specific training requirements.
- 3. Determine training requirements if there is a question as to whether a particular training is mandated or not and the training frequency.

B. Administrators

- 1. Ensure all Division- specific safety training not provided through the GSD Safety Coordinator is documented.
- 2. Ensure Division safety training matrix is reviewed annually.

C. Superintendents



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1. Ensure adequate time is provided to conduct new employee safety orientation and training
2. Commit the necessary time and resources to allow employees to attend annual or specialized training as required by the training matrix.

D. Supervisors

1. Review all job related tasks and JHA's to ensure employees receive the appropriate safety training for their job tasks.
2. Ensure all employees under their authority are trained in the safe and proper use of all tools and equipment required to perform their job.
3. Document all safety training sessions as required in Section III.D.1

E. Employees

1. Attend all safety training sessions.
2. Keep supervision informed of safety concerns and training needs.

IV. PROCEDURE

- A. Safety training shall begin with new employee orientation and continue as the employee utilizes new equipment, is required to learn new job skills or advances to a new job classification. Additional safety training may be required by virtue of the employee's job assignment or use of specialized equipment.
- B. Only competent persons with experience of the subject matter or trained in the subject matter shall conduct safety training.
- C. Training requirements will be based on the following:
 1. **Initial Safety Training:** Will be coordinated through the following positions during GSD's new employee orientation:
 - a) Hazard Communication – GSD Safety Coordinator
 - b) Environmental Awareness – GSD Safety Coordinator
 - c) Fleet Drivers Training – Scheduled by GSD's Human Resources Coordinator



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- d) Job specific training outlined in the Training Matrix (see attachment) – GSD's Safety Coordinator

2. **One-Time Training:** Will be coordinated through the Division. (eg: operational Training on new or existing equipment, tools, or machinery)

3. **Recurring Training:** Will be coordinated through the Department Safety Coordinator. Examples include but are not limited to:

- a) Asbestos
- b) Blood-borne Pathogens
- c) Cardio-pulmonary Resuscitation (CPR)

4. **Corrective Action Training:** Conducted as a result of an unsafe incident that shows the need for additional training. The Division, Department Safety Coordinator or Central Safety Services will coordinate this training.

D. Training Documentation

1. All safety training must be documented with the following information:

- a) An attendance sheet with the employees name, employee number, supervisor's name, and a place for the employee's signature. See attachment "Division Training Attendance Roster Template."
- b) An outline detailing the training session with date, duration, subject, and, if applicable, copies of materials used. See attachment "Training Outline Template."

2. The GSD Safety Coordinator will keep documentation for all safety training listed on the Safety Training Matrix. A copy of this documentation will be forwarded to the involved Division for their records.

E. Scheduling

The GSD Safety Coordinator will schedule and conduct safety training based on an annual set schedule that will be available on GSD's intranet page. Supervisors are responsible for ensuring that employees attend required training. Make-up sessions, if required, will be setup by the Safety Coordinator and communicated to impacted Divisions immediately following the regularly scheduled session. See attachment "Training Matrix."



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Attachments: Division Training Attendance Roster Template
Training Outline Template
Training Matrix
Training Responsibilities

References: OSHM S-007 Safety Training
<http://drupal.ci.tucson.az.us/files/central-safety/pdfs/oshm/S-007.pdf>
Job Hazard Assessment
<http://drupal.ci.tucson.az.us/job-hazard-analysis-personal-protective-equipment-ppetraining>

Review Responsibility and Frequency: General Services Department Safety Coordinator shall review this procedure annually.

Authorized:



Department Director

6/20/13

Date





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Training Outline

Division: _____

Date: _____

Location: _____

Time: _____

Instructor: _____

Training Outline: *(Synopsis of training session, including copies of materials, audio/video programs utilized and guest speakers)*

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Responsibility										Application							
Training				CSS			GS Safety			Division			Application				
	Req'd by	Freq	Hours	Materials	Set up	Instruct	Materials	Set up	Instruct	Materials	Set up	Instruct	FM	Fit	Comm	A&E	Directors
Required Core Training																	
Hazard Communications, PPE,MSDS	COT	Annual	0.25	100%				100%	100%			100%	X	X	X	X	X
Evacuation/FireExt	COT	Annual	0.25	100%				100%	100%			100%	X	X	X	X	X
Asbestos	COT	Annual	0.25	100%				100%	100%			100%	X	X	X	X	X
Environmental, Stormwater, Spill	COT	Annual	0.25	100%				100%	100%			100%	X	X	X	X	X
Accident Reporting	COT	Annual	0.25	100%				100%	100%			100%	X	X	X	X	X
Required Specific Training																	
Fleet Driver Training	COT	Initial	8	100%	100%	100%Q							X	X	X	X	X
Fleet Driver Training	COT	3 years	4	100%	100%							100% online	X	X	X	X	X
CPR/AED Electricians	COT	3 years	4	100%	80%	100%Q		20%					X	X	X	X	
Drug/Alcohol Supers CDL	COT	Annual	1	100%HR	90%HR	100%HRQ		10%						X			
LOTO	OSHA/COT	Annual	0.5	50%			50%	10%			90%	100%	X	X	X	X	
Electrical/ Arc Flash	OSHA/COT	Annual	1	75%			25%	10%			90%	100% Q	X		X	X	
Welding/Hot Works	OSHA/COT	Annual	0.5	50%			50%	10%			90%	100%	X	X	X		
Hearing Conservation (FLT)	OSHA/COT	Annual	0.5	50%			50%	10%			90%	100%Q	X				
Bloodbourn Pathogens	OSHA/COT	Annual	1	75%			25%	100%	100%Q				X	X	X		
Fall Protection	OSHA/COT	Annual	1	75%			25%	100%	100%Q				X	X	X	X	
Asbestos Team FM Less than 10 employees	OSHA	Annual	8	100%	80%	100%Q					20%		X				
Confined Space	OSHA/COT	Annual	1	10%			10%			80%	100%	100%Q	X			X	
Respirator Training Fleet All employees	OSHA/COT	Annual	0.5	25%			75%	100%	100%Q				X	X			
Heat/Cold Weather	GSD	Annual	0.5	10%			10%			80%	100%	100%	X	X	X	X	
Crain/Hoist	OSHA/COT	Annual	0.5	25%			75%	10%			90%	100%Q	X	X			
Ergonomics	GSD	Annual	0.5				50%	10%	60%	50%	90%	100%	X	X	X	X	X
Forklift	OSHA/COT	3 years	1	25%			75%	20%			80%	100%Q		X			
Pesticide Flt-2, FM-1 employees	SPCCC	Annual	6	100%AZ	80%	100%AZQ		20%					X	X			
Bugs/Critters	GSD	Annual	0.5	20						80%	100%	100%	X	X	X	X	
EMD										100%	100%	100%Q		X	X	X	